

Camp John Hope FFA-FCCLA Center

Assistant Camp Manager and Program Specialist Job Description

Goals

To assist the Camp Manager in tasks that will:

1. Increase educational usage of the Center
2. Increase revenue of the facility
3. Increase community awareness of the Center and its programs

General Responsibilities

To plan, develop, organize and manage camp educational programs and generate revenue producing groups.

Specific Responsibilities

1. Market the facility for rental organizations with the goal of increasing the revenue from these groups.
2. Develop and supervise leadership activities using Center's Leadership Course.
3. Organize and plan educational programs to support Agricultural Education, Family and Career Science, and to carry out the mission of Camp John Hope FFA FCCLA Center.
4. Provide support and assistance to the FFA programs and FCCLA programs conducted at the Center.
5. Assist in managing and serving the revenue generating groups utilizing the Center.
6. Help provide an atmosphere for developing good morale and well being among the camp family.
7. Monitor safety and all procedures as they pertain to complete supervision of all campers and staff.
8. Other duties as assigned by the Camp Director.

Desired Qualifications

- Bachelor's Degree in Business, Education or related field
- Experience with FFA and/or FCCLA
- At least one year camp counseling experience
- Ability to supervise staff and campers
- Ability to service revenue generating groups
- Ability to plan, originate, organize, & facilitate food service and provide quality control
- Ability to plan, originate, organize, & facilitate programs
- Ability to meet the public
- Ability to think strategically and align goals and resources
- Strong interpersonal, communication, and leadership skills

Certifications to be completed during employment

- Low Ropes Course Certification
- Basic Camp Directors Course (American Camping Association)
- Servsafe Food Safety
- CPR and First Aid certifications
- Others as needed

Compensation

- Starting salary \$30,000.00 - \$35,000
- Camp apartment with utilities included (except personal telephone)
- Cellular phone
- Meals provided when camp is serving
- State Health insurance
- Teacher's Retirement benefit